



Rainbow Teddies Pre-school Policy Document

Admissions

Safeguarding and Welfare Requirements:

9) Equal Opportunities

EYFS Key Themes and Commitments:

<i>A Unique Child</i>	<i>Positive Relationships</i>	<i>Enabling Environments</i>	<i>Learning and Development</i>

This policy was adopted at a meeting on:

Review Date:

Signed: on behalf of the Management Committee

Print Name: Position:
.....

Signed: Pre-school Manager



Rainbow Teddies Pre-school Policy Document

Admissions

- It is our intention to make Rainbow Teddies Pre-school genuinely accessible to children and families from all sections of the local community
- We will carefully consider the needs of transient families, such as travellers, refugees and asylum seekers and will work closely with them to achieve the best quality care/education for their children.
- We will place notices advertising the pre-school in a variety of places- in this way we hope to ensure that all sections of the community will be able to see the notices. If appropriate we will display them in more than one language
- Subject to a child's readiness for pre-school, we will take children from 2½ years to main school entry.
- We will give precedent to those children who have siblings already attending the pre-school.
- We will arrange our waiting list in date of birth order as at 31st December. In the first instance, we will offer places by date of birth. At the discretion of the Committee, places may be offered to those who have been on the waiting list the longest.
- If financially viable, we will keep a place vacant in order to accommodate emergency admissions.
- If a child, for whatever reason, is unable to take up the place offered, the place may be reserved by payment of a retainer which will be set at 50% of the due fees. If a retainer is not paid, parents will be made aware that the pre-school will not be able to guarantee a place in the future.
- We will describe the pre-school and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- An Information Handbook will be available to each family, this will give information about practices, term dates and policies. This will be up dated each year and will normally be accessed via our web-site; hard copies are available on request.
- We will monitor the gender and ethnic background of children joining the pre-school to ensure that no accidental discrimination will be taking place.
- We will make our *Equality of Opportunity and Inclusion Policy* widely known by putting an abridged version in our Information booklet and referring parents/carers to these policy documents. The pre-school's policy documents are available for reference, in the cloakroom area at Rainbow Teddies Pre-school- the Manager also holds copies securely.
- We welcome input/suggestions for improvement and invite discussion about any concerns an individual may have regarding the running of the pre-school. (see *Open Door Policy*).
- Where possible, we will be flexible about attendance so as to accommodate the needs of individual children and families, however where sessions are missed due to



Rainbow Teddies Pre-school Policy Document

a child's illness/family holiday we will not usually be able to offer additional/alternative sessions

- For children joining Teddy Tots in September and who have a third birthday between 1st September and 31st December, it is possible that they could join the Rising School group from the spring term (i.e. January) this would only be offered after considering the numbers of children 'on roll' in each group; staffing and also the financial implication to the group; should such an offer be made. The manager and management committee review the potential for this offer each year and parents/carers of eligible children are notified in the autumn term.
- For children who have a third birthday between 1st September and 31st December but who join a bit later in the school year, it may be possible for them to join the Rising School group from the spring term (please see above) however, if this is not possible they will be offered a place (if available) in the Teddy Tot group.
- See also: *Toileting Policy; Equality of Opportunity and Inclusion Policy; Additional Needs/Special Educational Needs Policy*.